

MICROFILM OPERATOR

DEFINITION:

Under general supervision, to operate and maintain a variety of microfilm cameras and equipment; to perform standard microfilm auditing; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

Microfilm Operator is a specialized clerical class that performs a wide variety of tasks related to microfilming documents. This class differs from the next higher class, Photo Reduction Technician, in that the latter is responsible for setting up cameras, maintaining quality microfilm processing and thiosulfate film testing.

EXAMPLES OF DUTIES:

Operates and maintains a wide variety of microfilm equipment; maintains various control logs and indexes and keeps accurate production records of work performed; carries and/or transports boxes of material weighing up to 50 pounds to and from storage room and work area; prepares documents for filming; assists when necessary in microfilm and records storage facilities; performs general clerical tasks when required; and assists the public with inquiries.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of:

- Microforms.
- Image formats.
- Principles of photographic techniques and microfilm camera operations necessary to maintain good quality and uniform consistency throughout a roll of microfilm.

General Knowledge of:

- Routine office procedures, manual and electronic filing systems and methods of arrangement.

Skills and Ability to:

- Operate various microfilming equipment including non-precision 16mm and 16/35mm planetary cameras, 35mm precision planetary with variable reduction, microfilm duplicators, manual and semi-automatic readers, reader-fillers, reader-printers, aperture card mounters, microfilm cartridge and cassette loaders, tape and heat weld film splicers.
- Understand and carry out written and oral instructions with minimum supervision.
- Establish and maintain cooperative relations with those contacted during the course of work.

EDUCATION/EXPERIENCE:

Education, training, and/or experience which would likely demonstrate the knowledge and/or skills stated above. Examples of such education/experience are:

1. Possession of a certificate, or course completion, in Microfilm or Micrographic Technology, Imaging Technology, or Processing/Quality Control issued by a recognized college or university; OR,
2. One (1) year of experience operating microfilm equipment, including the operation of a rotary and/or planetary camera.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:**Working Conditions:**

Prolonged standing and strenuous physical activity including lifting and carrying heavy objects weighing up to 50 pounds.

Background Investigation:

Must have a reputation for honesty and trustworthiness with no felony convictions. Misdemeanor convictions may be disqualifying depending on number, severity, and recency. Applicants may be subject to a thorough background check.